



## EVALUATION CRITERIA

All Applications must be submitted to:

Attention: Dorothy Jenkins, Deputy Director/HPLP Program Manager

South Florida Federal Executive Board

P.O. Box 267845

Weston, FL 33326

Phone: (954) 792-1109

Email: [Djenkins@doc.gov](mailto:Djenkins@doc.gov)  
<http://www.southflorida.feb.gov/>

Candidates will be rated on the following evaluation methods worth a total of 100 points:

- |                                   |           |
|-----------------------------------|-----------|
| • Supervisor Evaluation           | 25 points |
| • Leadership Assessment Questions | 35 points |
| • Panel Interview                 | 40 points |

The top candidates will be referred to the Human Resources Diversity Committee. If more than 15 candidates are submitted, that committee will select the top 15 candidates. Final selections will be made by the Executive Director or designee for the South Florida Federal Executive Board (FEB).

The program is designed to strengthen leadership capabilities throughout the agencies represented by the South Florida Federal Executive Board. Every effort will be made to ensure equitable representation from the agencies.

***Selection and completion of this program does not guarantee promotion. This program provides knowledge and tools that will refine skills and enhance development. This is a stand-alone program sponsored by the South Florida Federal Executive Board (SFFEB).***



## LEADERSHIP ASSESSMENT QUESTIONS

Applicants should address each of the following questions using **no more than 200 words per question. Any amount in excess will not be considered.** Each question is worth up to a maximum of five (5) points. This section is worth a total of 35 points.

1. Describe in detail your leadership and professional strengths as well as weaknesses.
2. To date have you applied any self improvement tools (i.e. books and workshops, mentors, etc.) to help you to address question #1? Provide examples of the impact of these tools have had on your professional growth.
3. Describe any opportunities you have created or taken to enhance your professional growth? Please explain the impact of these opportunities.
4. The current Administration is focused on integrity and accountability in government. As a potential leader how would you define integrity and accountability in Government? Please explain in detail how you would rate their importance and have applied these principles in your current position.
5. What do you consider your highest career achievement and/or your most important accomplishment? Explain what leadership impact you had in the situation(s)?
6. Describe a time when you committed to, and accomplished a challenging goal, task or work process. Include the communication skills and specific abilities used relating to your strengths. Explain the outcome.
7. Identify a leader (living or deceased) whom you admire. Identify the specific leadership characteristics that impress or impressed you the most?



## SUPERVISOR EVALUATION OF MANAGEMENT/LEADERSHIP POTENTIAL

Applicant Name \_\_\_\_\_

Applicant Agency Name and Location \_\_\_\_\_

Applicant Email \_\_\_\_\_

5 – Exceptional Potential	4 – Above Average Potential	3 – Average Potential	2 – Limited Potential	1 – Little or No Potential
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Management/Leadership Competency	First-Line Supervisor Score
<b>Communication (oral and written)</b> - The ability to explain, advocate, and express facts and ideas in a convincing manner. Actively listens to others, speaks effectively with individuals and groups, and writes with a clear purpose to achieve the appropriate results.	
<b>Interpersonal Skills</b> - Considers and responds appropriately to the needs, feelings, and capabilities of different people and situations. The individual is tactful, compassionate, and sensitive, while treating others with respect.	
<b>Problem Solving (include creativity and innovation)</b> - Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions, while providing solutions to individual and organizational problems.	
<b>Team Building</b> – Inspires, motivates, and guides others towards goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation with the organization and the public.	
<b>Resilience/Flexibility</b> - Deals effectively with pressure; maintains focus and intensity. Remains optimistic and persistent even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work. Is open to change and new information. Adapts behaviors and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.	

Supervisor's Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_